

  
Attachment 1

PROPOSED CHECK LIST FOR PROCEDURAL SURVEY OF  
ALLOTMENT RECORDS

1. Documents and Records

- a. Allotment Control Record - Form No. 619 (619b)
  - (1) Does this form adequately provide for the reflection of current information concerning allotments (authorizations), obligations (requisitions), and expenditures (issues)?
  - (2) Do the columnar arrangements provide for the most efficient posting of the activity?
  - (3) Is the means of cross referencing expenditures (issues) to obligations (requisitions) adequate to clearly reflect what obligations (requisitions) are unliquidated?
  - (4) Is it necessary to compile monthly columnar totals as well as total cumulative totals?
  - (5) Are there any other suggested revisions to this form?
- b. Advice of Allotment & Property Authorization - Form 716
  - (1) Are there any suggested revisions to this form?
- c. Field Allotment Advice - Form 527
  - (1) Are there any suggested revisions to this form?
- d. Obligation Authority Record - Form 507
  - (1) Are there any suggested revisions to this form?
- e. Miscellaneous Obligation Record - Form 461
  - (1) Is format of form practical?
  - (2) Is all information required by form worthwhile?
  - (3) Are there any suggested revisions to this form?

**SECRET**

f. Notice of Obligation Incurred - Form 382

- (1) Is requirement that officials incurring obligations prepare this form practical?
- (2) Is form understood by and prepared by other than BF people?
- (3) What final disposition is made of copies?
- (4) Are there any suggested revisions to this form? (format - contents - preparation)

g. Adjustment Voucher - Form 128

- (1) Is format practical?
- (2) What follow-up is maintained for FD action?
- (3) How is concurrence obtained?
- (4) Is transmittal of form efficient?
- (5) Are there any suggested revisions to form?

2. Reports

a. Report on Status of Funds - Form No. 129

- (1) Is Form 129 or an alternate format used for internal management use?
- (2) How is internal management advised with respect to property transactions?

b. Summary Obligation Report - Form No. 732

- (1) Is the monthly closing on the 25th of the month adequate to provide for the preparation and prompt issuance of this report?

3. General

a. Is the maintenance of a liquidated and unliquidated obligation file feasible?

b. What is the procedure adopted for the recording of expenditures; from the individual documents or from the machine tabulation provided by the Finance Division?

- c. Are there any forms and records (used by the B/F Section to Control allotments) other than those prescribed in the allotment handbook?
- d. Are there any reports other than the Report on Status of Funds, Form No. 129 prepared for internal management use?